

4-6

Contract Tracking:

Review Pay Adjustments

Objectives

Understanding Accessing and Initiating a PAR

Adding/Voiding a Pay Factor

Review Pay Adjustments Overview

On occasion, it becomes necessary to pay a contractor at a reduced or a premium rate for materials or work performed.

HiCAMS provides a function that allows the initiation of a Pay Adjustment Recommendation (PAR) to facilitate this process. The PAR functionality has been created within HiCAMS to provide a method to ensure that all initiated pay adjustments have some action taken against them. Final Estimates cannot be completed within HiCAMS unless all PARs have been closed.

A PAR can be the result of test results from the QA-2A or QA-2B forms, a sample, a field inspection report or a miscellaneous source (initiate by RE). Depending upon security, users can perform the following tasks:

- ♦ Initiating a PAR
- ♦ Forwarding a PAR
- ♦ Approving a PAR
- ♦ Reviewing outstanding and closed PARs
- ♦ Associating a PAR with a failing test result
- ♦ Applying a PAR to a contract as a pay factor.

Once a PAR is initiated, it may be forwarded to the appropriate person(s) for review, forwarded to the appropriate person for approval, and then forwarded to the RE to be closed or applied as a pay factor.

A PAR may be initiated by an RE or other person who needs to recommend that a pay adjustment be applied to a contract.

The PAR type of “Miscellaneous” can be approved by the RE. Other PARs must be approved by Central Construction (e.g., a PAR for Asphalt Mix Deficiency would be approved by the Pavement Construction Engineer).

At anytime, any HiCAMS user may review a PAR. For example, this would be a benefit a QA Lab supervisor who initiated a PAR and wanted to see if it had been approved or applied to a contract yet.

If there is a HiCAMS test result that is responsible for the initiation of a PAR, that PAR can be associated with the test result so that a user can be reviewing the PAR and easily view the corresponding test result.

Once a PAR is approved, the RE can apply it to a contract as a *pay factor* or it can be closed without creating a *pay factor*.

A Final Estimate cannot be processed if there are any outstanding PARs for that contract.

Depending upon the user's security, a PAR can be initiated from different functions within HiCAMS:

- ♦ Miscellaneous PAR
- ♦ Sample Test Results
- ♦ QA2B Density Test Results
- ♦ Certain Field Inspection Reports (Corrugated Metal Pipe, Guardrail, Concrete Pavement only)

Adding a New (Miscellaneous) PAR:

To initiate a miscellaneous PAR (e.g. for a seeding and mulching incentive), a member of the RE Staff would complete the following steps:

- Step 1:** Log onto HiCAMS. See "*HiCAMS: Getting Started*" for more information.
- Step 2:** From the menu select **Functions→Contract Tracking→Review Pay Adjustments**
- Step 3:** The PAR window displays. Locate the contract number to work with using one of these procedures:
 - ♦ Type the contract number and press the Enter key.

- ◆ Choose the contract following this procedure:
 - 1 Click the book icon to the right of the **Contract** field. The **Contract Selection** window displays.
 - 2 To select a contract from another location, select it from the list box in the **Location** field.
 - 3 Locate the contract from the list in the window using the scroll bar, if necessary.
 - 4 Select the contract.
 - 5 Click **OK**.
 - 6 Click **Retrieve**.

The **Review Pay Adjustment Recommendations** window displays with the contract number populated. Any existing PARs against this contract will be listed in the lower portion of the window.

Step 4: Click **NEW** button to create a new PAR:

Contract	Line Item	Cont Adj	Line Item Description	PAR	Type	Description	Status	Current Owner
C105107	49		AGGREGATE BASE COURSE	1	Miscellaneous	x	Approved	Poindexter, David A.

The **Review Pay Adjustment Recommendations Detail** window for the contract selected will be displayed:

Contract: C105107 Contractor: DIXIE GRADING & EQUIPMENT, INC Status: Activated

Description (nickname): GRADING, DRAINAGE, PAVING, PVT MARKINGS & STRUCTURES.

Line Item: UOM:

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
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General Pay Factors History

Forward Approve Close

Step 5: Enter the line item number in the field, or select the appropriate line item from the drop down list. A line will appear in the top section of the window:

Contract: C105107 Contractor: DIXIE GRADING & EQUIPMENT, INC Status: Activated

Description (nickname): GRADING, DRAINAGE, PAVING, PVT MARKINGS & STRUCTURES.

Line Item: 230 SEEDING & MULCHING UOM: Hectares

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
2	Miscellaneous	SEEDING & MULCHING	In Process	Poindexter, Daw	.000	0.0000	

General Pay Factors History

Inspected By: JMF: Mix Deficiency:

Inspected Date: 00/00/0000 FIR: Sample:

Comment:

Forward Approve Close

The bottom section of the window contains the General, Pay Factor and History tabs. If the PAR Type is other than “Miscellaneous”, these fields would be pre-filled with information corresponding to the test, sample, or field inspection report that the PAR was initiated from.

Note: The Pay Factor tab will remain disabled until the PAR is approved.

Step 6: Complete the *Description*, *Quantity*, *Percent* and *Reason* fields (all required). Click the **Save** button.

On PAR Type = Miscellaneous (any PAR that is not created as a direct result of a failed sample or test) the PAR is automatically approved. The **Pay Factor** tab will now be enabled:

Review Pay Adjustment Recommendation Details (C105107)

Contract: C105107 Contractor: DIXIE GRADING & EQUIPMENT, INC Status: Activated

Description (nickname): GRADING, DRAINAGE, PAVING, PVT MARKINGS & STRUCTURES

Line Item: 230 SEEDING & MULCHING UOM: Hectares

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
2	Miscellaneous	Seeding Incentive	Approved	Poindexter, David	1.000	130.0000	Incentive

General | Pay Factors | History

Inspected By: [] JMF: - - Mix Deficiency:

Inspected Date: 10.00.0000 FIR: Sample:

Comment: []

Forward Approve Close

Step 7: Select the Pay Factor tab, to apply a pay factor to the line item.

Note: It is possible to have multiple pay factors against one PAR.

Creating a Pay Factor

- Step 1:** Click the **New** button. A new line containing the calculations from the PAR (including the adjusted unit price) are displayed:

Contract: C105107 Contractor: DIXIE GRADING & EQUIPMENT, INC Status: Activated

Description (nickname): GRADING, DRAINAGE, PAVING, PVT MARKINGS & STRUCTURES.

Line Item: 230 SEEDING & MULCHING UOM: Hectares

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
2	Miscellaneous	Seeding Incentive	Approved	Poindexter, Davi	800	130.0000	Incentive

General Pay Factors History

Pay Factor	Work Order	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price	
1	6.779003T		Seeding Incentive	Not Estimated		800	130.0000	\$3,146.0000	

Action Action Date Status Who Comment

Forward Approve Close

- Step 2:** Review the pay factor for accuracy and click the **Save** button on the toolbar.

An “Action” line item will appear in the bottom (Pay Factor history) portion of the window:

Review Pay Adjustment Recommendation Details (U105107)

Contract: C105107 Contractor: DIXIE GRADING & EQUIPMENT, INC Status: Activated

Description (nickname): GRADING, DRAINAGE, PAVING, PVT MARKINGS & STRUCTURES.

Line Item: 230 SEEDING & MULCHING UOM: Hectares

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
2	Miscellaneous	Seeding Incentive	Approved	Poindexter, David	.800	130.0000	Incentive

General Pay Factors History

Pay Factor	Work Order	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price	
16.779003T			Seeding Incentive	Not Estimated		.800	130.0000	\$3,146.0000	

New Void

Action	Action Date	Status	Who	Comment
Create	07/24/2001	Not Estimated	Poindexter, David A	

Forward Approve Close

Step 3: Click the **Close** button. The PAR status is set to “Closed” and the pay factor is processed.

A pay factor item has been added to the bottom section of the window.

Note: Since there can be multiple pay factors against a single pay adjustment recommendation, pay factors can be completed on a PAR that has a status of “Closed”.

Voiding a Pay Factor

Click the **Void** button to void the Pay Factor. Once a pay factor is created and saved it cannot be deleted. Use **Void** to handle an invalid pay factor or if other incorrect data exists.

Note: A pay factor can only be voided if it has not yet been processed as part of an estimate.

To void a pay factor:

Step 1: Select **Functions→Contract Tracking->Review Pay Adjustments**

Step 2: The **Review Pay Adjustment Recommendations** window appears. Display the contract number you want to work with using one of these procedures:

- ♦ Type the contract number and press the Enter key.
- ♦ Choose the contract following this procedure:
 - 1 Click the book icon to the right of the **Contract** field. The **Contract Selection** window appears.
 - 2 To select a contract from another location, select it from the list box in the **Location** field.
 - 3 Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
 - 4 Click **OK**.
 - 5 Click **Retrieve**.

Step 3: The **Review Pay Adjustment Recommendations** window displays; the information associated with the contract selected appears:

Contract	Line Item	Cont Adj	Line Item Description	PAR	Type	Description	Status	Current Owner
C105107	230		SEEDING & MULCHING	1	Miscellaneous	SEEDING INCENTIVE	Closed	Poindexter, David A

Step 4: Select the line item to void the pay factor for (Double click the line item or click the **Details** button).

Step 5: The **Review Pay Adjustment Recommendations Detail** window appears. Select the **Pay Factor** tab:

Review Pay Adjustment Recommendation Details (C105107)

Contract: C105107 Contractor: DIME GRADING & EQUIPMENT, INC Status: Activated

Description (nickname): GRADING, DRAINAGE, PAVING, PVT MARKINGS & STRUCTURES.

Line Item: 230 SEEDING & MULCHING UOM: Hectares

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
1	Miscellaneous	SEEDING INCENTIVE	Closed	Poindexter, David	800	130.0000	Incentive

General Pay Factors History

Inspected By: JMF: - - Mix Deficiency:

Inspected Date: 00/00/0000 FIR: Sample:

Comment:

Forward Approve Close

Step 6: Select the Pay Factor you wish to void, and click the **Void** button.

Step 7: The **Pay Factor History** window will appear. Enter your password and a comment with a description of a reason for the void.

Pay Factor History

Status: Void Action: Void

Date: 07/25/2001 09:15:02 Performed By: Poindexter, David A

Password:

Comment:

OK Cancel

Step 8: Click **OK**. The voided pay factor line item will display in the history section of the window:

Review Pay Adjustment Recommendation Details (C105107)

Contract: C105107 Contractor: DIXIE GRADING & EQUIPMENT, INC Status: Activated

Description (nickname): GRADING, DRAINAGE, PAVING, PVT MARKINGS & STRUCTURES.

Line Item: 230 SEEDING & MULCHING UOM: Hectares

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
1	Miscellaneous	SEEDING INCENTIVE	Closed	Poindexter, David	800	130.0000	Incentive

General Pay Factors History

Pay Factor	Work Order	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price
16.779003T			SEEDING INCENTIVE	Void		800	130.0000	\$3,146.0000

New Void

Action	Action Date	Status	Who	Comment
Void	07/25/2001	Void	Poindexter, David A	Error in percentage
Create	07/25/2001	Not Estimated	Poindexter, David A	

Forward Approve Close

Initiating a PAR from a Test Sample

During the final part of the sampling process, the lab will test a material and the lab supervisor authorizes the final test results (pass or fail) for distribution in HiCAMS. HiCAMS then notifies the RE and other clients of the test results.

HiCAMS will require that the RE/ARE provide *sample disposition* information where the sample owner = "Project" and the Test Category = "Acceptance" AND the sample has been authorized with a status of *one* of the following:

- ◆ Does Not Meet Specs - Accepted
- ◆ Does Not Meet Specs - Rejected
- ◆ Does Not Meet Specs - Pay Adjustment

To initiate a PAR from a sample with one of the above status:

Step 1: When the RE or ARE receives the notification that test results yield one of the above results, they would select that notification and click the **Go To** button. The **Review Sample Details** window displays:

*Material: Concrete, Sand Lightweight

0019 8888

Sample Status: Does Not Meet Specs - Accepted

General | Cont/Loc | Prod/Supp | Tracking | Alt IDs | Parts | Line Item | History

*Sample Owner: Project +Contract: C105282 Field ID: D-48

*Testing Category: Acceptance Work Order: 8.1351302

☐ Check Sample PO / Other ID:

+Related Sample ID: Auth Lab: Physical Lab

+Corr. Sample ID: Sample Freq: 80.000 UOM: Cubic Meters

of Pieces: 2 *Represented Qty: 80.000 Avail Qty: 80.000

To be used in: 44+88.7 Bridge Deck Stage 1

Comment: Changed line item to 266

Sample Frequency Comments: One - set of cylinders per each 80 cubic meters placed or fraction thereof.

Resident Engineer input is required regarding disposition of material. Please enter quantities and comments.

Disposition

Accepted Qty: 80.000 Pay Adjusted Qty: .000 PAR Sample Disposition Comment:

Removed Qty: .000 Checked by Sample:

Forward Void Unauthorize Auto Generate Test Formats Test Results

The bottom section of the window contains the disposition information that requires completion:

- ♦ Accepted Qty: The amount of the represented quantity that is accepted on the project.

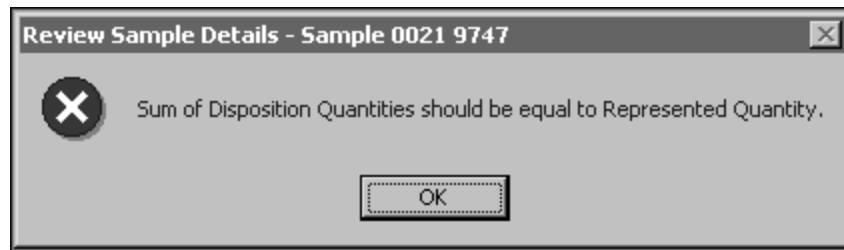
Note: If the sample status = "Does Not Meet Specs – Accepted", the accepted quantity will default to the represented quantity. If the accepted quantity field contains a value greater than zero, then a disposition comment is required.

- ♦ Removed Qty: The amount of the represented quantity that is removed from the project.
- ♦ Pay Adjusted Qty: The amount of the represented quantity that is accepted with a pay adjustment:

Note: If the PAR quantity is greater than zero, the PAR button is used to initiate a Pay Adjustment Recommendation.

- ♦ Checked by Sample: This field will be automatically updated by HiCAMS when a check sample is linked to the original sample.

The *Accepted Qty* + *Removed Qty* + *Pay Adjusted Qty* fields MUST equal the value in the *Represented Qty* field. If not, HiCAMS will display an error message:



Note: If there is a value in the *Accepted Qty* field, the sample must be linked to a PAR prior to the *Final Estimate* being forwarded for approval.

Step 2: As this sample does not meet specs, a sample disposition comment is required. Click the Notepad icon to enter a comment.

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
2	Sample	Concrete Sand	In Process	Long, Michelle	80.000	90.0000	Does Not Meet Specs

General | Pay Factors | History

Inspected By: Vanzdant, John F. JMF: - - Mix Deficiency:

Inspected Date: 06/26/2001 FIR: Sample: 0019 8888

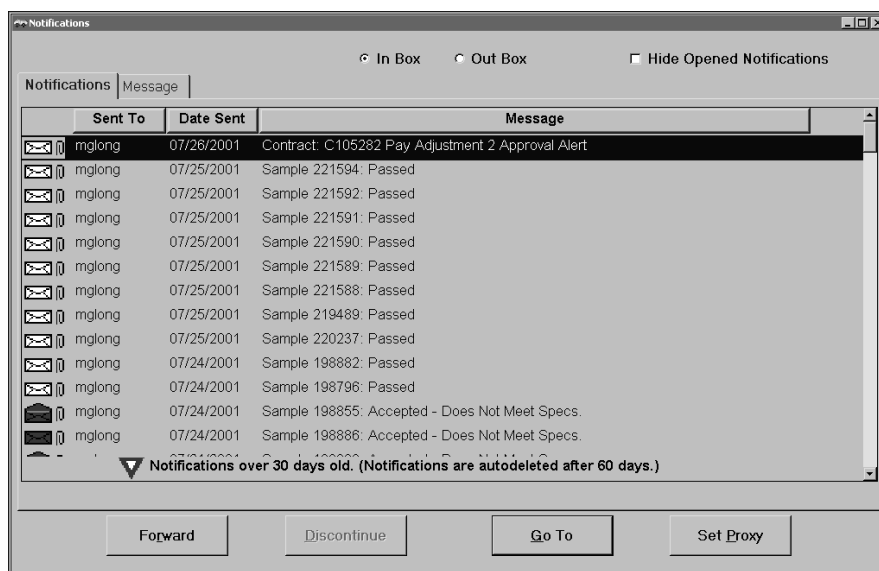
Comment:

Forward Approve Close

Step 3: For the purpose of this example, the RE will choose to accept the material, but pay it at an adjusted price (not the most *common* practice). Click the **PAR** button: Complete the *Description*, *Quantity*, *Percent* and *Reason* fields and click the **Save** icon on the toolbar.

Step 4: Once saved, the Forward button will be enabled. Click the **Forward** button to send for approval. The *Current Owner* field will be updated with the last user the PAR was forwarded to.

Step 5: Once approved, you will receive notification that the PAR has been approved. Select the appropriate approval alert:



Step 6: Select the **Go To** button. The **Review Pay Adjustment Recommendation Details** window will display. Click the **New** button to create a Pay Factor. The Pay Factor fields will be pre-filled based on the information contained in the approved PAR.

Step 7: Click **Save** icon on the toolbar. The Pay Factor history will display in the bottom portion of the window, indicating the Pay Factor has been completed. The status will change to "Closed".

Review Pay Adjustment Recommendation Details (C105282)

Contract: C105282 Contractor: REA CONSTRUCTION COMPANY Status: Activated

Description (nickname): Guess Road

Line Item: 266 REINF CONC DECK SLAB LTWT UOM: Square Meters

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
2	Sample	Concrete Sand	Closed	Moyers, Charles	80.000	90.0000	Does Not Meet Specs

General Pay Factors History

Pay Factor	Work Order	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price
28.1351302			Concrete Sand	Void		80.000	90.0000	\$171.0000
38.1351302			Concrete Sand	Not Estimated		80.000	90.0000	\$171.0000

New Void

Action	Action Date	Status	Who	Comment
Create	07/26/2001	Not Estimated	Long, Michelle	

Forward Approve Close

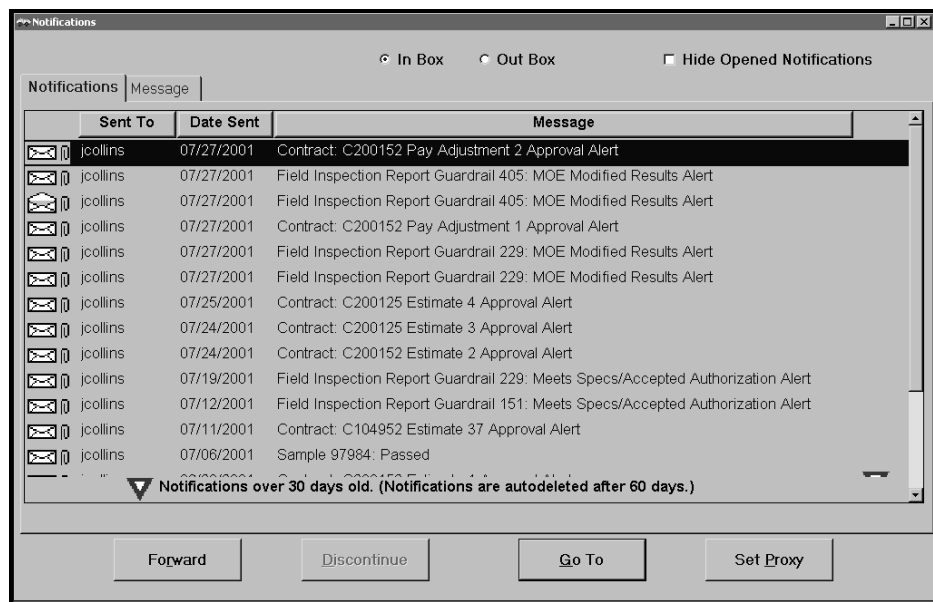
Initiating a PAR from a Field Inspection Report

There are certain Field Inspection Reports which allow a pay adjustment recommendation based upon the report results:

- ◆ Corrugated Metal Pipe
- ◆ Concrete Pavement
- ◆ Guardrail

Pay Adjustment Recommendations initiated from Field Inspection Reports are generated by the Section Materials Specialists and reviewed by the Materials Operations Engineer. These recommendations are based on the original tests and can be used by the Resident Engineer on the project to determine how much (if any) to reduce the payment to a contractor for the flawed material.

At the time the Section Material Specialist enters the report data and saves in HiCAMS, a notification is sent to the MOE for review and authorization. Once authorized, a notification is sent to the Resident Engineer:



To initiate a PAR and subsequent Pay Factor from a “Does Not Meet Specs – Pay Adjustment” FIR:

Step 1: Select the appropriate *PAR Authorization Alert* and click the **Go To** button.

The **Review [Report Name]** window displays at the General Tab:

Review Guardrail (Report ID: 195)

Report Name: Guardrail Report ID: 195 Report Status: Authorized

General | Pay Items | Hardware | Alt IDs | Report | History

Sample From: Project Test Category: Quality Assurance

Contract: C105433 Work Order: 8.1150901 County: Beaufort

Contractor: SANFORD CONTRACTORS, INC.

Furnished By:

Station: 00 + 00 Location: Bridge # B 2806

Search by Plant ID: Section: 2&3

Producer: Highway Safety Corp. Highway Safety Corp. - Marion, OH - GR9

Inspection Results

Inspector: Christian, Guy C Inspection Result: Does Not Meet Specs - Pay Ac

Inspection Date: 07/03/2001 Notice of Rejection: 212

Comment:

Step 2: To view the inspection results, click the **Pay Items** tab:

Review Guardrail (Report ID: 195)

Report Name: Guardrail Report ID: 195 Report Status: Authorized

General | **Pay Items** | Hardware | Alt IDs | Report | History

Material Type	Material	Spot	Avg Zinc Reading	Zinc Coating	Accepted	Rejected	Zinc Test Status
Guardrail, Steel Beam - English	Guardrail, Steel Beam- Linea	Triple	8.22	4.84	200.000	400.000	Does Not Meet Spec
Guardrail Anchor Unit - Both	Guardrail Anchor Units, Type	Single	9.22	5.42	4.000	.000	Meets Specs
Guardrail Anchor Unit - Both	Guardrail Anchor Units, Type	Single	8.53	5.02	4.000	.000	Meets Specs
Guardrail, Steel Post & Block - Both	Post, Guardrail, Steel	Single	9.67	5.69	175.000	.000	Meets Specs

Gage: 12 - English

Metal Thickness: .109

Line Item: 26 - STL BM GUARDRAIL

Disposition

Accepted Qty: Pay Adjusted Qty:

Removed Qty: Test ID: 54

Comment:

Step 3: To begin the Pay Adjustment Recommendation, select the line item containing the material type that failed to meet specs.

The bottom section of the window contains the disposition information that requires completion:

- ♦ Accepted Qty: The amount of the represented quantity that is accepted on the project.
- ♦ Removed Qty: The amount of the represented quantity that is removed from the project.
- ♦ Pay Adjusted Qty: The amount of the represented quantity that is accepted with a pay adjustment.

Note: If the Pay Adjusted Qty. quantity is greater than zero, the PAR button is used to initiate a Pay Adjustment Recommendation.

Step 4: Enter the amount of the material that was accepted and/or the amount accepted to be paid at an adjusted price in the Disposition section. Enter any applicable comments.

- Step 5:** Click the link icon to navigate to the **Pay Adjustment Recommendation** window. Complete the *Description*, *Quantity*, *Percentage*, and *Reason* fields. Click **Save**.
- Step 6:** The PAR has now been saved, and can be Approved or Forwarded for approval.

Once approved, a notification will be send to the RE and any additional staff as indicated in the Staff list. When the RE receives notification of the approval Pay Adjustment Recommendation, they may create a Pay Factor.

To create a Pay Factor from the approved PAR, select the Notification of Pay Adjustment Approval and click Go To. The **Pay Adjustment Recommendation** window will display, opening to the General tab in the lower section of the window. Select the **Pay Factor**:

Review Pay Adjustment Recommendation Details (C105433)

Contract: C105433 Contractor: SANFORD CONTRACTORS, INC. Status: Activated

Description (nickname): Cuckold's Creek Bridge Project

Line Item: 26 STL BM GUARDRAIL UOM: Linear Feet

PAR	Type	Description	Status	Current Owner	Quantity	Percent	Reason
3	Guardrail	pay adjustments	Approved	Pace, Randy K	400.000	95.0000	Does Not Meet Specs

General Pay Factors History

Pay Factor	Work Order	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price

New Void

Action	Action Date	Status	Who	Comment

Forward Approve Close

- Step 7:** Click the **New** button. The pay factor information is displayed, using the PAR information entered by the MOE:

